PDP Providers Training Guide

January 2008

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Provider Selection

- Click on the **Clinical** tab and find your Provider Selection.

- Click on the down arrow to select your Billing Provider.

- Click on the down arrow to select your Service Location.

- Click on the **Submit** button to go to the Find Client screen.

Find Client

- Key in your Client's DMH ID Number and click **Search**.
- You will be taken directly to the **Episode** screen of your client.

Enter the (7 digit Numeric) IS number here.

CLICK

Search by Custom Criteria

- You can also search by Custom Criteria - enter client's Last Name, First Name, Birth Date and Gender, Click **Search** when all fields are filled in.

- If your client is in the system (has been enrolled), you will be automatically taken to the **Client Episode** screen.

- If your client is not enrolled, you will be taken to **Find Client Results** screen where you can click on **Add Client** link.

- Click on the **Add Client** link to add a new client to the system.

Client Information/Process of Enrolling a New Client

- Enrolling a client starts here on the **Client Information** screen – **Identification** tab – you have to fill out all the required fields. *All italicized fields are required* - see Test Client.

- Ethnicity Field – if your client's ethnicity is **Hispanic**, you need to select the **Origin** by clicking in the drop down field and selecting it. Also if your client's ethnicity is **American Indian,** you need to select the **Tribe** by clicking on the drop down field.

- Click **Continue** to proceed to the **Contact** tab.

- **Contact** tab - (see Test Client). This is where you fill the client's contact information.
- Click on the **blue plus sign** to add contact information. See screen below.... Click **Save** to save all the data.
- Click **Continue** to proceed to the **Financial** tab.

- Fill in all the financial information of your client.
- **Client Reported Benefits** - click on the **blue plus sign** to add benefits.
- Click on **Continue** when finished.

- Click on the drop down arrow to select the type of benefit.
- Fill in Description, ID Number, Click **Save**.

- The **Other** tab is where you select the SFPR and Special Program information, and the Birth Information. Once all information is entered, click on **Save.**
  The system will take you back to the **Client Information Screen.**

- Now you can click on the **Enroll Client** link under **Options** to enroll the client. The IS will generate an IS number.

- You will receive the following pop-up message:

  "Client was successfully enrolled. DMHID #######"

  To view a complete Click by Click manual on how to enroll a client, please click on the following link.
  http://dmh.lacounty.info/hipaa/downloads/BasicISv3.3.pdf

View Episodes

- Here are the **Client Episodes**.
- Under the **Options** list, click on **Open Episode** to begin to open an episode for your client. Note there are no open episodes on the **Open** tab; this will be the first episode for this client.

Open an Inpatient Episode

- Enter the admission data for this client.
- Click **Continue** once you have completed adding the information on this screen.

The drop down list displays the top 20 diagnosis codes.

To search for a diagnosis code not in the drop down list, click on the silver arrow.

CLICK

- Click **Save** once you have completed entering the diagnosis information.

- Below is the **Client Episode** screen, showing a new Inpatient Episode for the client.

This trashcan is displayed until the first service is entered in this episode.

This means that you have the opportunity to delete the episode until you enter the first service.

Once you have entered the first service, you have the option to void the service if you need to.

- Click the Episode ID to edit these episodes details, or enter services for this episode.

Closing an Inpatient Episode

- Under **Options**, click on the Close Episode link to begin closing the episode.

- Doing so will take you to the **Close Inpatient Episode** screen where you begin closing your episode.

- Enter the **Discharge** details.
- Click **Continue**.

Note: The discharge date can be equal to the admit and service date ONLY when the client is admitted, and discharged on the same date!!

But if the discharge date is greater than the admit date, then the discharge date must always be one day after the last service date.

- Update the **Diagnosis** details (don't forget the date!).

- Click **Save**.

- Remember that the episode will no longer appear on the **Open** tab; it now appears under the **Closed** tab. See example below.